

RISK SERVICES MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Risk Services Manager exists is to perform a broad range of Risk Management functions with special emphasis on managing citywide safety programs and compliance with laws and regulations affecting employees, including the Occupational Safety and Health Administration Standards in the Risk Management Department. This classification is supervisory. Work is performed under general supervision by the Risk Management Director.

ESSENTIAL FUNCTIONS

Drafts written OSHA Programs to bring the City into compliance with Standards adopted by the Arizona Division of Occupational Safety and Health. Coordinates employee committees for Program review prior to implementation and compliance by City staff.

Works with Arizona state OSHA (ADOSH) and city staff to ensure the city meets all criteria to participate in OSHA's Voluntary Protection Program; which includes compliance with OSHA regulations.

Responds in a timely fashion to safety issues brought forth by city employees, safety committees or citizens.

Oversees the city's Commercial Driver's License program; including scheduling medical physicals for employees included in the program.

Oversees the city's indoor air quality program; including responding to indoor air quality issues in city facilities; monitoring of indoor air quality.

Oversees the city's defensive driving program; including scheduling of courses, conducting driver's license checks, providing training and ensuring employees who drive city vehicles complete training.

Develops and delivers effective safety training programs to city employees to ensure OSHA compliance and employee safety.

Develops annual safety action plans for city department's and works with each department to implement action plans.

Works with Communications and Public Affairs Department to develop and implement safety awareness programs.

Chairs department safety committees and Accident Review Board on a rotating basis.

Administers contracts of consultants that provide support to city safety functions.

Provides consulting support to supervisors during the development of the Division's written programs.

Annually, reviews all City OSHA Programs to ensure compliance with current regulations. Revises written programs as needed when the Occupational Safety and Health Administration modifies a Standard.

Shares in after-hours call-outs for accidents involving serious injuries to employees, damage to

City property or possible City liability.

Provides support to the Claims Manager, Loss Control Manager, and may serve as Acting Risk Management Director in the Director's absence.

Supervises staff, adjusts claims, and handles insurance matters as required. Provides direct supervision to the Loss Control Coordinator.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:
OSHA Standards

Ability to:
Develop and deliver presentations and supervise staff.
Sit 50%, walk 40%, and stand 10% of work day.
Lift and carry large number of binders and written material weighing up to 35 pounds.
Conduct training classes, chair committee meetings, meet with City staff at accident sites located outside or inside buildings sometimes in small and confined areas and on top of buildings.
Communicate effectively (verbally and in writing).
Develop written OSHA programs, as well as other programs to comply with laws and regulations.
Establish and maintain effective working relationships with co-workers, vendors, and the general public.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Comprehend and make inferences from written material and verbal and/or written instructions.
Operate a variety of standard office equipment including a computer terminal, Microsoft software and other city software, copy and facsimile machines, telephone, and calculator that requires continuous and repetitive arm or hand and eye movement to prepare written OSHA Programs draft, training material, letters, memos and other similar documents.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelors Degree in Business Administration or related field. A minimum of three years experience providing oversight of an organization's safety programs is required. An advanced safety certification is highly desirable.

Must have a current, valid Arizona driver's license. No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified